

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

October 1, 1973

MEMORANDUM 1973-9

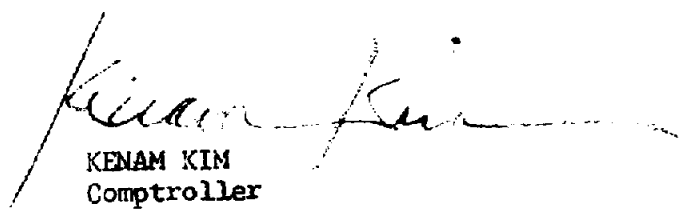
TO: All Heads of Departments and Agencies
Attn: Payroll/Personnel Offices

FROM: KeNam Kim, Comptroller

SUBJECT: Bargaining Unit Coding on Form G-2

This memorandum is to request that the bargaining unit code (BU 09, BU 10, etc.) be shown on all G-2 forms (Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation) submitted to Central Payroll for audit, effective immediately. The code should be entered below the space provided for "Payroll Number" which appears at the upper right corner of the form.

Adherence to the above request will assist Central Payroll in expediting the audit of G-2's, in view of the varying provisions of the contract agreements.



KENAM KIM
Comptroller